

**BY ORDER OF THE COMMANDER  
AVIANO AB (USAFE)**



**AIR FORCE MANUAL 23-110, VOLUME 2,  
PART 2, CHAPTER 9**

**AVIANO AIR BASE  
Supplement**

**30 NOVEMBER 2011**

**Materiel Management**

**REQUISITIONING**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**Air Force Manual (AFMAN) 23-110, Volume 2, Part 2, Chapter 9, 1 April 2009** is supplemented as follows: it identifies specific procedures, tasks, and guidelines related to the Requisitioning function unique to Aviano AB, implements local policies and directives related to this arena, and applies to all Air Force military, civilians, and contractor personnel, and organizations on Aviano AB and its geographically separated units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

9.2.3.1. When the retail supply system is inoperative, the 31 Logistics Readiness Squadron (LRS) is considered to be in Degraded Operation/Post-Post condition. Stock Control, 31 LRS/LGRMC, DSN 632-7602/8815, will process special requisitioning (SPR) transactions and submit requisition (AO\*) transactions manually.

9.7.5. 31 LRS Commander option taken. LGRMC will prepare all supporting documentation (Consolidated Transaction Histories, receipts, management notices), process Tracer Action Report transactions, and freeze item records with special inventory notification (1GP) transactions prior to sending all TAR documentation to the Inventory Section for adjustment processing.

**Attachment 9A-2 (Added)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms*****CAF/LSC**—Combat Air Force Logistics Support Center**ELO**—Equipment Liaison Office**LRS**—Logistics Readiness Squadron**RDS**—Records Disposition Schedule**REC**—Receipt**SATS**—Standard Asset Tracking System**SPR**—Special Requisitioning**SRI**—Special Requirements Indicator**SPS**—Standard Procurement System**TAR**—Transportation Action Required***Terms*****Degraded Operation/Post-Post**—The act of updating computer-stored records on an after-the-fact basis.**Special Requisition**—Transactions are used in the retail supply system to requisition items that are not automatically requisitioned. SPR transactions are normally used to manually requisition items requiring special processing and update associated internal due-in details.**Special Requirements Indicator**—Used for requisitions supporting special projects or when base stock levels must be exceeded. The retail supply system does not consider due-in details containing SRI R as assets.**Tracer Action Required**—Transaction is used to identify, trace, delete details, and update shipment status detail Transportation Tracer Flags as determined by the action code.**Table 9B11.1. (Added) Locally Assigned Requisition Exception Code (A-V).**

<b>REX</b>	<b>ENC</b>	<b>EXCEPTION PHRASE</b>	<b>ECC REQUIRED</b>	<b>MONITOR</b>
D	P	MIN ORDER QT	Assigned by monitor	31 LRS/LGRMC/632-7602
V	R	ODC SAO APP AL RE	Assigned by monitor	31 LRS/LGRMC/632-7602

**9B24.3.3. (Added)** Vehicle Management can backorder the tire using Vehicle Dead-Lined for Parts procedures through the LRS/Supply Activity or may exercise their option to order the tire using Government Purchase Cards. Due in from Maintenance details will be established following procedures described in **AFMAN 23-110, Volume 2, Part 2, Chapter 9, Paragraph 9B24.3.3.1**, as though purchased from Contractor Operated Parts Store.

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